

## CORPORATE INFORMATION MANAGEMENT

### PRODUCTION AND LOGISTICS FUNCTIONAL STEERING COMMITTEE CHARTER

1. BACKGROUND. The Deputy Secretary of Defense, in an October 4, 1989, memorandum, directed establishment of OSD-led Corporate Information Management (CIM) Functional Groups comprised of functional experts from each Service and Defense Agency. Each CIM Functional Group (hereafter referred to as the Functional Group) will develop DoD-wide standard functional requirements for designated business areas. A Functional Steering Committee is being established to provide guidance for the Functional Groups.

2. PURPOSE. The Production and Logistics Functional Steering Committee (hereafter referred to as the Steering Committee) is constituted to facilitate development and implementation of the products and policy recommendations of the Functional Groups in the Production and Logistics area.

#### 3. STEERING COMMITTEE COMPOSITION.

- The Steering Committee shall be chaired by the Assistant Secretary of Defense for Production and Logistics, or his designee, as the senior OSD policy official for logistics, procurement, production, installations and environment areas, hereafter referred to as the Chair.

- The Steering Committee shall be comprised of one Flag Officer or Senior Executive Service member from each DoD Military Department and appropriate Defense Agencies with principal policy and operational cognizance over functional areas under guidance of the Steering Committee.

- Other Committee members include:

- The Senior Information Resources Management Official for the Department of Defense.

- The Deputy Comptroller (Information Resources Management).

- The Director, Corporate Information Management.

- The leader from each Functional Group in the Production and Logistics area.

- Additional members as designated by the Chairperson.

- At the discretion of the Steering Committee Chair, other DoD representatives may be invited to attend specific meetings to address issues before the Steering Committee. Such participants may include, but need not be limited to, senior DoD officials with responsibility for functional requirements or related issues under consideration by the Steering Committee. Such participants will not participate in decision actions.

#### 4. RESPONSIBILITIES.

a. The Assistant Secretary of Defense for Production and Logistics, or his designee, will:

- 1) Determine the number of Steering Committees required to provide adequate policy guidance for the Functional Groups.

- 2) Schedule and preside at Steering Committee meetings.

- 3) Appoint an Executive Secretary who will ensure that Steering Committee decision memoranda and meeting minutes are prepared and distributed to members.

- 4) Provide guidance and approval for products of the Functional Groups; assure products accurately reflect the policy and objectives of the ASD(P&L); coordinate products with other Steering Committees as appropriate.

b. The Steering Committee will:

- 1) Provide policy, strategic objectives and other related guidance to the Functional Groups, assuring changes are made known to the Functional Group leaders.

- 2) Resolve issues related to interpretation and implementation of policy as raised by the Functional Groups or the DoD Components.

- 3) Consider for further action all proposals relating to need for revisions to policy, legislation and regulation made by the Functional Groups.

4) Review candidates for interim standard information systems proposed by the Functional Groups or the Materiel Management Board and make recommendations for approval by the DoD Senior Information Resources Management Official.

5. DURATION AND FREQUENCY OF MEETINGS.

- The Steering Committee shall remain active until associated Functional Groups are disestablished.
- The Steering Committee shall meet at least quarterly.

  
Sean O'Keefe  
Comptroller